



Energy Saving Fact Sheet | **Office**



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# Is your office in the dark when it comes to saving energy?

Did you know you could cut your energy costs by up to 20% by employing easy measures that may not cost anything? This practical fact sheet can help you identify the areas where you can save money and energy in the office. These changes can also improve working conditions, so it's a win-win situation.

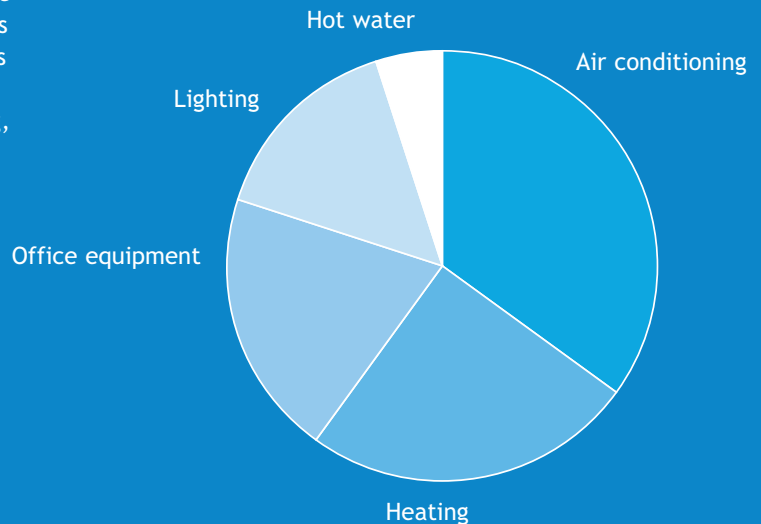
## Energy wasting hot spots

Want to know where you can start saving energy in the office? This useful chart gives you a good idea of areas to watch out for. Our guide below offers some top tips on how to minimise energy use and costs. The main areas you should look at are: air conditioning, heating, office equipment and lighting. For many more helpful hints simply call the Carbon Trust on 0800 085 2005.

### fact:

30% of the energy consumed in the UK is wasted, costing business millions of pounds in lost revenue every year. This contributes to global environmental problems such as climate change.

*Breakdown of energy use within the average air conditioned office*



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### Air conditioning

Air conditioning can double an office's energy costs, so its use should be given careful consideration. Here are some points to consider:

- ▶ **One at a time.** Avoid simultaneously cooling and heating your office. You can achieve this by setting the air conditioning to come on only when the temperature reaches 24°C, while adjusting your heating system to switch off when it gets above 19°C.
- ▶ **Regular maintenance** of cooling equipment is essential, as the energy consumed will increase significantly if there are faults. To ensure your air conditioning is always working in peak condition, schedule frequent visits from a maintenance engineer.

### Heating

Heating accounts for a significant proportion of your total energy bill, so there are significant savings to be made:

- ▶ **Turn it down.** Did you know that by turning down your heating by just 1°C you can save upwards of 8% every year? As a guide, 19-20°C is the recommended temperature in offices.
- ▶ **Keep it closed.** Avoid opening doors or windows when the heating or air conditioning is on. If it does get too hot, inform the relevant person, rather than opening a window. Then the heating or cooling can be adjusted to a more comfortable temperature.

# Take action!

## Start saving energy today

Allocate responsibility to a member of staff or small team who can drive forward energy saving measures, like these:

1. **Find out how much your office is spending on energy.** This gives you a base figure to monitor the success of energy saving measures.
2. **Check heating and cooling controls** to ensure they are set at the appropriate temperatures.
3. **Prepare a list of good housekeeping measures**, including simple actions such as turning off lights and equipment. These can be put up around the office to motivate staff.
4. **Compile an energy checklist.** Walk round your office, and complete a checklist at different times of day (including lunchtimes and after working hours) to identify where energy savings can be made. An example checklist is available in our Better Business Guide.
5. **Start raising awareness today.** We've got plenty of posters and stickers that will motivate your staff to take simple energy saving measures.

Call the Carbon Trust today for your FREE Energy Awareness Pack.

The Carbon Trust 0800 085 2005

[www.carbontrust.co.uk/energy](http://www.carbontrust.co.uk/energy)

## Office Equipment

Office equipment is the fastest growing area of energy use. Here are a number of simple actions you can take to reduce costs:

- ▶ **Activate energy saving features.** Most office equipment, including PCs, monitors, faxes and printers, will have these; so make sure they're activated.
- ▶ **Turn it off.** A simple seven-day timer on shared equipment, such as printers, vending machines and water coolers, will ensure that they're not left on overnight or at weekends. These are relatively cheap to buy and can save up to 70% on energy costs.

## Lighting

Did you know lighting often accounts for around 15% of an office's energy bill? The good news is you can reduce this cost simply:

- ▶ **Make good use of natural daylight.** It costs nothing, and reduces your lighting costs by up to 19%. Where daylight is not sufficient, make use of individual lights, like desk lamps. It's far cheaper and better for the environment than lighting an entire office.
- ▶ **Staff awareness** is the key to lowering costs. Encourage staff to turn lights off whenever and wherever they're not needed. This will help to cut the office electricity bill.
- ▶ **Energy saving** light bulbs use 75% less electricity than standard light bulbs, provide the same amount of light, and last up to 10 times longer.



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The Carbon Trust helps businesses and public sector organisations cut their energy costs to combat climate change through the provision of free, professional advice and assistance.

### Want to find out more?

Below are some useful publications on energy saving available at [www.carbontrust.co.uk/energy](http://www.carbontrust.co.uk/energy) or by contacting the Carbon Trust on 0800 085 2005.

**GPG367** Better Business Guide to Energy Saving

**GIL124** Heating Fact Sheet

**GIL126** Lighting Fact Sheet

**CTG001** Creating an Awareness Campaign

We've got many more tips that apply specifically to your business, and will help you save energy and money. So give the Carbon Trust a call today.

The Carbon Trust 0800 085 2005  
[www.carbontrust.co.uk/energy](http://www.carbontrust.co.uk/energy)

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